

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

25X1A

FROM:

Chief, Compensation and Tax Accounts Branch

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

8 July 1962

21 July 1962

126

12

22 July 1962

4 August 1962

134

12

5 August 1962

18 August 1962

134

12

19 August 1962

1 September 1962

112

12

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

Increased payroll activity, shortage of personnel and vacation periods.

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ORIG CLASS C PAGES 1 REV CLASS C
JUST 22 NEXT REV 2010 AUTHI RR 10.8

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

3 July 1962

AUTHORIZATION

TYPED

TYPED NAME

Deputy Comptroller

DATE CONCURRED

DATE AUTHORIZED

7-3-62

301 1962

25X1A